



# UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,300 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well as an excellent benefits package.

## LIBRARY ASSISTANT IV (Support) UC Hastings Law Library

Hiring Salary Range: \$41,412 - \$58,386 annually (commensurate with qualifications)

Posting Date: June 23, 2010

### THE ROLE

Under the general supervision of the Faculty Services Librarian, the Library Assistant IV is responsible for supporting the services provided by the UC Hastings Law Library's Faculty Liaison program on a half time basis and providing administrative support to the Library Director on a half time basis.

### RESPONSIBILITIES

Typical duties include but are not limited to the following:

#### **(50%) Provide administrative and technical support to the librarian-liaisons in their mission:**

The library's liaison program is described at <http://library.uchastings.edu/library/faculty-resources/>.

- Assist in preparation for library presentations, including photocopying, collating and other clerical support for the librarians;
- Assist as needed with the creation of web-based research guides, podcasts and videocasts to support both class work and general research;
- Be willing to learn how to research new legal resources for inclusion in web-based research guides, podcasts and videocasts;
- Provide clerical support for collection development projects, including working with Excel spreadsheets;
- Be willing to learn to provide technical support for educational training in the use of library databases and systems;
- Assist in the promotion and provision of library liaison services;
- Assist in the assessment and use of other Web 2.0 or beyond applications to support faculty research and instructional needs;
- Assist in maintaining and improving faculty scholarship database;
- Learn new systems and technologies in support of the liaison program; and
- Fulfill other duties in support of the library's mission, as assigned

#### **(50%) Provide administrative support to the Law Library Director:**

- Maintain a calendar;
- Assist with email;
- Take notes at meetings;

- Schedule multi-party meetings;
- Assist with filing, both online and print;
- Assist in course preparation;
- Be willing to learn and help with all aspects of law library management; and
- Fulfill other administrative support duties for the Director, as assigned.

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- Bachelor's Degree and proven administrative experience

### KNOWLEDGE, SKILLS & ABILITIES

- Intermediate to advanced skills in MS Office Suite (Word 2007, Excel 2007, PowerPoint 2007, and Outlook 2007) and Adobe Acrobat. WordPerfect skills a plus.
- Beginning to intermediate skills in Dreamweaver or proven ability to acquire web publishing skills.
- Requires a high degree of individual initiative, discretion, diplomacy and mature judgment
- Knowledge of or willing to learn information retrieval in a variety of online environments;
- Must have excellent oral and written communication skills, including grammar, spelling and punctuation.
- Must be a self-starter with demonstrated dependability and must also work well as a team member.
- Familiarity with legal terminology and law libraries is desirable.
- Must be energetic, articulate, punctual, reliable and detail-oriented with excellent organizational skills and can thrive in a fast-paced environment.

## BENEFITS

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full- time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

## THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Library%20Assistant%20IV%20-%20Law%20Library> **Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

## WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. **A skills assessment will be conducted to determine if the minimum requirements are met.** Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Employment Opportunity*